

Continuation Progress Report Required Information

- The DOE award number and name of the recipient;
- The project title and name of the Project Director/Principal Investigator;
- Date of report and period covered by the report;
- A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met;
- A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, a note should be included in the report advising the reader to contact the Principal Investigator or the Project Director for further information;
- The approved budget should be shown by budget period and actual costs incurred. If cost sharing is required, it should be broken out by DOE share, recipient share, and total costs;
- Milestones, anticipated completion dates and actual completion dates should be listed. If the recipient submitted a project management plan with the application, the recipient must use this plan to report schedule and budget variance. The recipient may use their own project management system to provide this information;
- Any changes in approach or aims and reasons for change. (Significant changes to the objectives and scope require prior approval of the Project Officer and formal approval by the CO);
- Actual or anticipated problems or delays and actions taken or planned to resolve them;
- Any absence or changes of key personnel or changes in consortium/teaming arrangement; and
- A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - Publications (list journal name, volume, issue); conference papers; or other public releases of results;
 - Web site or other Internet sites that reflect the results of this project;
 - Networks or collaborations fostered;
 - Technologies/Techniques;
 - Inventions/Patent Applications; and
 - Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.

NOTE: The report is submitted via e-mail, regular mail, or fax to the U.S. Department of Energy (DOE) Project Officer identified in Block #11 of the [DOE F 4600.1, Notice of Financial Assistance Award](#).